ROCKY MOUNTAIN PARTNERSHIP
CradletoCareer™

DIRECTOR OF COMMUNICATIONS AND EVENTS

Rocky Mountain Partnership Cradle to Career™ (RMP) brings schools, colleges, employers, governments, community organizations, and residents together to improve opportunities and outcomes for children and young people through age 35. We focus on the milestones that shape a person's journey, from being ready for kindergarten and succeeding in school to earning a credential and securing a job that pays a good wage.

RMP is a regional backbone organization: we do not replace the work of our partners or operate all the programs ourselves. We help partners set shared goals, understand where young people are falling behind, coordinate their efforts, use data to test what works, align resources, and change the policies and systems that hold people back. Our work is about measurable improvements in people's lives, not simply adding programs or activities.

In our region, which includes Adams County, Broomfield, Aurora, and Arvada, our goal is for an additional 71,142 young people to meet key cradle to career milestones by 2030.

RMP also helps advance Cradle to Career Colorado, a statewide movement of place-based partnerships working toward the same vision: every young Coloradan has a meaningful pathway from cradle to career. Through shared data, local action, civic engagement, and policy alignment, the movement aims to help an additional approximately 162,000 young Coloradans meet key milestones by 2030. Regional and statewide partners lead action in their own communities; RMP supports alignment, learning, and collective progress across the network.

STATUS: Full-Time, Exempt

REPORTS TO: Chief of Staff

DIRECT REPORT: Communications and Logistics Manager

POSITION OVERVIEW

The Director of Communications and Events is a hands-on leader responsible for both developing and executing RMP's communications, storytelling, brand, and event work. This role personally writes, edits, produces, and delivers high-quality communications and events while shaping how RMP explains its regional backbone work and the statewide Cradle to Career Colorado movement. Success requires initiative, strong execution, sound judgment, and measurable results.

The Director identifies communications needs, creates executive and public-facing materials, and directly manages major projects from idea to finished product. The Director also plans and delivers major events and convenings, supervising the Communications and Logistics Manager and working alongside staff and vendors as needed. The Director is accountable for quality, timeliness, budgets, and results.

KEY RESPONSIBILITIES

Communications Strategy and Execution

- Develop, own, and execute an annual integrated communications strategy and editorial calendar aligned with RMP's regional goals, statewide priorities, and organizational objectives; proactively identify emerging needs rather than relying solely on requests from other teams.
- Proactively identify and prioritize communications needs and storytelling opportunities across Big Bets, Target Champions, partner investments, community engagement, and statewide initiatives; establish quarterly objectives and measure reach, engagement, message comprehension, and campaign effectiveness.
- Develop clear, accessible communications tailored to the Board, partners, funders, policymakers, young people, families, and community members.
- Lead executive communications, major presentations, public positioning, thought leadership, and communications supporting policy priorities, strategic initiatives, investments, and organizational milestones; coordinate appropriate leadership review of high-impact external messaging.
- Lead media relations, including press engagement, media inquiries, spokesperson preparation, and coordinated responses to sensitive or high profile public issues in consultation with executive leadership.
- Partner with organizational leadership and fund development staff to develop investor communications, sponsorship materials, partnership narratives, and campaigns that support resource development.

Storytelling, Brand & Content

- Develop compelling, accurate stories that distinguish activities and outputs from measurable milestone outcomes, demonstrate partners' contributions, and explain RMP's collective impact and systems-change role.
- Create, edit, publish, and maintain high-quality communications across websites, newsletters, social media, reports, presentations, campaigns, and other materials while ensuring consistent RMP and Cradle to Career Colorado branding.
- Direct and evaluate external communications vendors, consultants, and contractors; establish clear scopes, deliverables, budgets, timelines, and quality expectations.
- Ensure communications and storytelling represent community voices authentically, recognize partner contributions, and follow appropriate consent, privacy, and accessibility practices.

Internal Communications

- Create communication methods and tools that keep staff updated on the organization's main goals, projects, decisions, key moments, and upcoming events.
- Identify communications gaps, clarify channels and approval responsibilities, and implement practical improvements that strengthen coordination and shared understanding.
- Supervise, coach, and evaluate the Communications and Logistics Manager, setting clear priorities, responsibilities, performance expectations, and development goals.

Events & Convenings

- Personally plan, organize, produce, and execute major events and convenings from concept through evaluation, including program design, messaging, branding, vendor coordination, logistics, participant experience, budgets, and outcomes. Work directly with and supervise the Communications and Logistics Manager, sharing execution responsibilities and maintaining clear accountability for delivery.

- Establish clear event plans, responsibilities, timelines, and contingencies to ensure high-quality execution.
- Fulfill sponsorship and partner commitments while adhering to approved budgets, purchasing processes, documentation requirements, and financial controls.
- Define and report on event outcomes, attendee and partner experience, engagement, budget performance, and lessons learned; use findings to improve future convenings.

QUALIFICATIONS

- Bachelor's degree in communications, marketing, public relations, journalism, or a related field, or an equivalent combination of education and relevant experience.
- 8-10 years of progressively responsible communications, marketing, public relations, or related experience.
- Demonstrated ability to develop and execute communications strategy, executive messaging, brand management, and multichannel content, with measurable results.
- Excellent writing, editing, storytelling, and presentation skills, including the ability to make complex data, policy, and systems change work accessible to diverse audiences.
- Hands-on experience planning and delivering complex events, including production, vendors, budgets, and participant experience.
- Strong project management, budgeting, supervision, and relationship skills; proven ability to personally execute concurrent priorities and coordinate staff, partners, and vendors.
- Nonprofit, philanthropic, or community partnership experience preferred.
- Experience in media relations and public affairs, including sensitive messaging and spokesperson support; experience engaging cross-sector and community partners.

WORKING CONDITIONS

- Work Location and Schedule: Hybrid role based in the Denver metro area, with regular in person collaboration at RMP's office and at partner, community, and event locations. Availability for in person meetings and events across the region and occasional travel elsewhere in Colorado is expected. Most work occurs during standard business hours, with periodic evening or weekend commitments related to events and convenings.
- Physical Requirements: This position primarily involves work in an office environment and at external event venues and requires the ability to operate a computer and other standard office equipment. The position may occasionally require lifting of 10lbs.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

COMPENSATION AND BENEFITS

- Comprehensive benefits package including health, dental, vision, life, and disability insurance; SIMPLE IRA with employer match; paid time off and holidays; and flexible scheduling in a hybrid work environment. The starting salary range for this position is USD$90,000–$100,000

HOW TO APPLY

Candidates are asked to submit a resume and cover letter to Opportunities@rmpbackbone.org

This position will remain open until filled, but has a target start date of December 14, 2026

RMP's policy is not to discriminate against any applicant or employee based on actual or perceived race, age, sex or gender (including pregnancy), marital status, national origin, ancestry, citizenship status, mental or physical disability, religion, creed, color, sexual orientation, gender identity or expression (including transgender status), veteran status, genetic information, or any other characteristic protected by applicable federal, state or local law. RMP also prohibits harassment of applicants and employees based on any of these protected categories.